

VIRGINIA:

IN THE CIRCUIT COURT OF FAIRFAX COUNTY

TO: All attorneys of record and pro-se parties

NOTICE OF PROCEDURE FOR TRIAL EXHIBITS

A **LIST** of exhibits specifically identifying each exhibit to be introduced at trial must be filed with the Clerk of the Court at least fourteen (14) days prior to the trial date. **(LIST ONLY!)**

A **COPY** of all exhibits not previously supplied in discovery must be delivered to opposing counsel or party at least fourteen (14) days prior to the trial date.

The original exhibits must be brought to court the DAY of TRIAL.

1. Exhibits should be on standard size paper and inserted into binders. If necessary, pictures should be taken of the large exhibits and inserted into the binders.
2. The Exhibit List Form should be completed and inserted into the front of the binder. Please do not mark anything in the last two columns.
3. Mark each exhibit with appropriate labels. Record both the exhibit and case number on the labels. Please leave sufficient space for the Judge's initials and the date.
(The Case Tracking Program DOES NOT give out exhibit labels.)